



<http://www.hongchi.org.hk>

Hong Chi Association was founded in 1965 and one of the largest non-profit organisations dedicated solely to serving people with intellectual disabilities in Hong Kong. For further information about the Association, please visit its website at [www.hongchi.org.hk](http://www.hongchi.org.hk)

**Accounting Clerk** (Ref.: ACLK(SEO)/12/07/24/C)

**Responsibilities:**

- Handle full set of Accounts such as data entry, accounts payable, accounts receivables, costing, receipt and payments processing
- Prepare monthly reports
- Provide general clerical support on routine accounting matters
- Assist in any other ad-hoc assignments when required

**Requirements:**

- Form 5 or above
- LCC Level II or equivalent
- At least 2 years' full set accounting experience
- Proficiency in computer applications, word processing English and Chinese
- Mature, self-motivated, detailed-minded and have high sense of responsibilities
- Experience in serving NGO and experience working intellectual disabilities are preferred,
- Work Location: Tai Po

Interested parties please send full resume and expected salary with mark "Confidential & Ref. No." to: **Ms Carrie Siu, SEO Central Administration, Pinehill Village, Chung Nga Road, Nam Hang, Tai Po, N.T.** or by email to [seo\\_aa@hongchi.org.hk](mailto:seo_aa@hongchi.org.hk)

**For enquiries, please contact Ms Carrie Siu at 2689 1382.**

***\*\*Prospective employees are requested to undergo Sexual Conviction Record Check on voluntary basis\*\****

*(All data collected will be used for recruitment purposes only.)*